

# STATE OF OREGON



## COVER PAGE

**OREGON HEALTH AUTHORITY (OHA)  
OREGON STATE HOSPITAL (OSH)**

is issuing this Request for Information(RFI) under

**OregonBuys # S-44300-00012477 for  
OSH PATIENT MARKET (COMMISSARY) ITEMS.**

Date of Issue and Time: 5/15/2025

Opening Date and Time: 7/15/2025 11am

Single Point of Contact (SPC): Paul Yakis , Procurement Specialist

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City, State, Zip	Salem, OR 97301
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*You can get this document in other languages, large print, braille, or a format you prefer free of charge.  
Contact the Contract Administrator at the contact information found below. We accept all relay calls.*

# Table of Contents

<b>SECTION 1: GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 BACKGROUND .....	3
1.3 REQUEST FOR INFORMATION PURPOSE .....	3
1.4 WHO MAY RESPOND? .....	3
1.5 PROJECT OVERVIEW .....	3
1.6 DUE DATE.....	3
1.7 SINGLE POINT OF CONTACT (SPC) .....	3
1.8 AUTHORITY AND METHOD.....	4
 <b>SECTION 2: SCOPE OF WORK.....</b>	 <b>4</b>
2.1 SCOPE.....	4
 <b>SECTION 3: SUBMISSION AND RESPONSE REQUIREMENTS</b>	<b>5</b>
3.1 SUBMISSION REQUIREMENTS .....	5
3.2 OWNERSHIP/PERMISSION TO USE MATERIALS.....	5
3.3 QUESTIONS / REQUESTS FOR CLARIFICATION.....	5

## **SECTION 1: GENERAL INFORMATION**

### **1.1 INTRODUCTION**

This Request for Information (RFI) is issued by Oregon State Hospital (OSH) with locations in Salem and Junction City, Oregon, to gather information regarding potential vendors to supply food and non-food products for resale in the OSH Patient Market (Commissary). The purpose of this RFI is to understand the capabilities, offerings, and experience of potential vendors in this area, and to inform future procurement decisions. This RFI does not constitute a commitment to award a contract, nor does it obligate your organization to any future action.

### **1.2 BACKGROUND**

Oregon State Hospital (OSH) is an essential part of the statewide behavioral health system, providing the highest level of psychiatric care for adults from all 36 counties in Oregon. OSH operates two campuses with a total of 742 licensed beds, with 592 beds in Salem and 150 beds in Junction City. OSH services are provided 24 hours per day, seven days a week. The hospital's primary goal is to help people recover from their mental illness and return to life in the community.

### **1.3 REQUEST FOR INFORMATION PURPOSE**

OHA has initiated this RFI to gather information from prospective vendors who stock commissaries in institutional settings. Participation in this RFI will assist the Oregon State Hospital in creating a Request for Proposal (RFP) which will provide more detailed scope of work that aligns with Patient Market (Commissary) needs and successful outcomes from other state efforts.

### **1.4 WHO MAY RESPOND?**

OHA is seeking information from Respondents who have demonstrated experience in providing goods similar in nature to a commissary in a correctional facility.

### **1.5 PROJECT OVERVIEW**

Oregon State Hospital would like to secure a vendor(s) to supply goods for its Patient Market (Commissary). The Patient Market is similar in nature to a commissary in a correctional facility, where residents of the facility can buy goods using their own money. Oregon State Hospital is not a correctional facility; however there are similar restrictions on contraband and must ensure that products sold in the market are safe. Products must eliminate (or at least minimize) the risk of ligature or being fashioned into a weapon. OSH is seeking to purchase items in bulk, then distribute these items through the patient markets located on each campus. Prior to bulk orders, OSH must review each prospective item for a product risk assessment to determine potential risk to patients.

### **1.6 DUE DATE**

Responses to this RFI will be received until the Opening date and time as referenced on the cover page of this RFI. Responses received after the Opening date and time shall be deemed late and will not be considered.

### **1.7 SINGLE POINT OF CONTACT (SPC)**

The SPC for this RFI is identified on the Cover Page, along with the SPC's contact information. Respondent shall direct all communications related to any provision of the RFI only to the SPC, whether about the technical requirements of the RFI, the RFI process, or any other provision.

## 1.8 AUTHORITY AND METHOD

OHA has authority and is using the Request for Information solicitation method, pursuant to ORS 279A.050.

## SECTION 2: SCOPE OF WORK

### 2.1 SCOPE

The Oregon State Hospital is interested in receiving information from vendors to supply food and non-food items for resale to residents through the OSH Patient Market (Commissary). All non-food items must align with OSH safety standards, require an OSH Product Risk Assessment (PRA) and receive committee approval prior to being brought into the patient environment – please see Exhibit 2 for details. OSH procures approximately \$18,200 monthly of food and non-food product, 63% Salem and 37% Junction City, to meet the current demand of patient purchasing.

- a. **Food and Drink Items:** Food and drink items must be for individual consumption and must be in the original manufacturer's packaging and dated and delivered prior to their "best-by" date.
  - i. **Food product examples:** cup noodles, Ramen, Pop-Tarts, protein bars, nuts, meat sticks, cookies, chips, nacho cheese, individually wrapped candies, tuna snack packs, salmon snack packs, pulled pork/chicken snack pouches, Easy Mac, chili bowls, microwavable popcorn, fruit pies, peanut butter packets, snack cakes, individual packaged cereal, crackers, donuts, rice crispy treats, Honey Buns, oatmeal pies, Zebra cakes, etc.
  - ii. **Drink product examples:** soda (variety of flavors in 12 oz bottles), Gatorade, bottled water, sparkling water, sports drink packets, hot chocolate, teas, spiced cider, sugar free drink options. Aluminium cans are not permitted in the patient environment.
- b. **Non-Food Item examples:** bar soap, deodorant, body wash, shampoo, conditioner, hair products, toothbrushes, toothpaste, ChapStick, makeup (eyeliner, concealer, foundation, etc.), envelopes, crayons, folders, notebook paper, activity books, sketch pads, air fresheners, playing cards, wallet, Listerine Breath strips. Personal care items such as shampoo and lotion must not contain a "pump" device to dispense product. Stationary items and activity books must not contain staples.
- c. **Electronic Item examples:** Bluetooth speakers, wireless headphones, Bluetooth transmitters, auxiliary cord (7"), USB charging cords, USB wall adaptors, handheld games, watches, wireless earbuds, foil shavers

#### 2.1.2 Service Offerings:

- Delivery of products to Salem and Junction City OSH locations twice per month
- Ordering and product tracking system
- Collaborative effort to ensure compliance with all OSH safety regulations and Product Risk Assessments
- Provide a catalogue of a goods available for purchase, preferably in an electronic format.

- Maintain accurate record of sales, transportation & delivery. These records should be available for OSH inspection, examination and auditing to ensure accurate accounting of inventory.

### **2.2.1 Operational Capabilities:**

- Food items must be individually packaged, in manufacturers original packaging for resale, and be dated & delivered prior to “best by” date
- Food & non-food items priced at, or lower, than local Salem and Junction City area retailers.

### **2.1.3 Experience:**

Vendors with established, reliable supply chain to ensure dependable source of products for OSH patients. Prospective vendors should have experience in stocking commissary within institutional settings.

## **SECTION 3: SUBMISSION AND RESPONSE REQUIREMENTS**

### **3.1 SUBMISSION REQUIREMENTS**

OregonBuys Electronic Response. Respondent must submit its Response electronically through OregonBuys. Respondent must follow the procedures outlined in detailed instructions on how to submit a Response can be found at [OregonBuys Vendor Formal Solicitation Response](#).

Respondents to this RFI must upload the following files in pdf format:

- Attachment A – Respondent Information and Certification Sheet
- Attachment B – Disclosure Exemption Affidavit
- Attachment C-1 - Questions in Section 2.1 including Respondent’s responses
- **Exhibit 1** is representative of items currently supplied through OSH Patient Market (Commisarry) The list is not exhaustive, so please include as many items as possible, in as many sizes as possible.

### **3.2 OWNERSHIP/PERMISSION TO USE MATERIALS**

All Responses are public record and are subject to public inspection. Application of the Oregon Public Records Law will determine whether any information is actually exempt from disclosure.

All Responses submitted to this RFI become the property of Agency. By submitting a Response to this RFI, Respondent grants the State of Oregon a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Response solely for the purpose of reviewing the Response, or as otherwise needed to administer the RFI process, and to fulfill obligations under Oregon Public Records Law (ORS 192.410 through 192.505). Responses, including supporting materials, will not be returned to Respondent.

If Respondent believes any of its Response is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Respondent shall complete and submit the Disclosure Exemption Affidavit (Attachment B) and Respondent also shall submit a fully redacted version of its Response, clearly identified as the redacted version.

### **3.3 QUESTIONS / REQUESTS FOR CLARIFICATION**

All inquiries, whether relating to the RFI process, administration, deadline, the intent or technical aspects of the RFI must:

- Be delivered to the SPC via an OregonBuys submission or email;
- Reference the OregonBuys bid number;
- Identify Respondent's name and contact information;
- Refer to the specific area of the RFI being questioned (i.e. page, section and paragraph number); and

## ATTACHMENT A

### RESPONDENT INFORMATION AND CERTIFICATION SHEET

Legal Name of Respondent

(as filed with the IRS):

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Entity Type: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Oregon Business Registry Number (if required): \_\_\_\_\_

Any individual signing below hereby certifies they are an authorized representative of Respondent and that:

No attempt has been made or will be made by the Respondent to induce any other person or organization to submit or not submit a Response.

All contents of this Respondent Information and Certification Sheet are truthful and accurate and have been prepared independently from all other Responses, and without collusion, fraud, or other dishonesty.

Respondent acknowledges that the response for any of the services described in this RFI will be used for planning and informational purposes only. Agency may issue a separate procurement in the future or directly negotiate for the services required by Agency.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name and Title)

**\*\*\* THIS PAGE SHOULD BE THE COVER PAGE OF THE RESPONSE \*\*\***

## ATTACHMENT B — DISCLOSURE EXEMPTION AFFIDAVIT

\_\_\_\_\_ (Affiant), being first duly sworn under oath, and representing [insert Respondent Name] (hereafter "Respondent"), hereby deposes and swears or affirms under penalty of perjury that:

I am an employee of the Respondent, I have knowledge of the Request for Proposals referenced herein, and I have full authority from the Respondent to submit this affidavit and accept the responsibilities stated herein.

I am aware that the Respondent has submitted a Proposal, dated on or about [insert date] (the "Proposal"), to the State of Oregon (State) in response to Request for Proposals [insert RFP #], for [insert description of RFP], and I am familiar with the contents of the RFP and Proposal.

I have read and am familiar with the provisions of Oregon's Public Records Law, Oregon Revised Statutes ("ORS") 192.311 through 192.478, and the Uniform Trade Secrets Act as adopted by the State of Oregon, which is set forth in ORS 646.461 through ORS 646.475. I understand that the Proposal is a public record held by a public body and is subject to disclosure under the Oregon Public Records Law unless specifically exempt from disclosure under that law.

I have reviewed the information contained in the Proposal. The Respondent believes the information listed in Exhibit A is exempt from public disclosure (collectively, the “Exempt Information”), which is incorporated herein by this reference. It is my opinion that the Exempt Information is exempt from disclosure under Oregon’s Public Records Law under the specifically designated sections as set forth in Exhibit A or constitutes “Trade Secrets” under either the Oregon Public Records Law or the Uniform Trade Secrets Act as adopted in Oregon because that information is either:

- A.** A formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information that:
- i.** is not patented,
  - ii.** is known only to certain individuals within the Respondent's organization and that is used in a business the Respondent conducts,
  - iii.** has actual or potential commercial value, and
  - iv.** gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.
- or
- B.** Information, including a drawing, cost data, customer list, formula, pattern, compilation, program, device, method, technique or process that:
- i.** Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and
  - ii.** Is the subject of efforts by the Respondent that are reasonable under the circumstances to maintain its secrecy.



I understand that disclosure of the information referenced in Exhibit A may depend on official or judicial determinations made in accordance with the Public Records Law.

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Affiant's Signature

State of                     )

) ss:

County of                     )

Signed and sworn to before me on                      (date) by                                              (Affiant's name).

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Notary Public for the State of                                             

My Commission Expires:

## **EXHIBIT A TO ATTACHMENT B**

Respondent identifies the following information as exempt from public disclosure under the following designated exemption(s):

## ATTACHMENT C-1

RFP# S-44300-00012477

### Section 2: Scope of Work

#### Questions/Respondent's Responses

Agency is seeking information for the following scope elements to inform an anticipated Request for Proposals.

**Respondent:** Please provide as complete answers to following questions taken from Section 2: Scope of Work as possible. Note: the requested estimated time and cost can be entered into Attachment C-2.

We realize this is a broad set of questions. If you have samples of deliverables or other documentation that would help to answer some of the following questions in lieu of answering line by line please feel free to include with your response. Thank you.

From Section 2.1:

Please provide the following information in your response:

**Company Information:**

- Company Name, Address, Contact Information (Phone, Email)
- Brief overview of your company's capabilities and experience
- Any relevant certifications or memberships

**Service Offerings:**

- Detailed description of the products and services you offer, including pricing structure, delivery options, lead time for fulfilling orders, and any other relevant details
- Information on your ability to meet our specific needs and requirements
- Any innovative or unique services you offer, including approach to quality control and ensuring the freshness of your products

**Experience:**

- List of previous or current clients with similar needs
- Case studies or testimonials demonstrating your capabilities
- Any relevant experience with specific products or operational challenges

**Operational Capabilities:**

- Details on your storage and warehousing capabilities
- Information on your delivery infrastructure and capabilities
- Details on your inventory management systems and processes

**Other Relevant Information:**

- Any other information you believe is relevant to our RFI

Attachment C-2

EXAMPLE

Estimated Cost Example – RFI OB#S-44300-00012477

*Respondent: You may include estimated cost in a separate document on your own form or using this form*

Task / Deliverable	Labor Category (if applicable)	Estimated Number of Hours	Estimated Price
Estimated Price to complete all tasks and deliverables listed:			\$

## Exhibit 1

Category	Type	Description
Clothing	Accessories	Beanie / Watchcap
Clothing	Accessories	Gloves
Clothing	Accessories	Hats
Clothing	Accessories	Headband
Clothing	Accessories	Sunglasses
Clothing	Accessories	Wallet
Food	Beverages	Beverage Mix singles, box (Kool-aid, Crystal Light, etc.)
Food	Beverages	Hot Cocoa Mix
Food	Beverages	Teabags, various flavors
Food	Candy	Airheads, Single
Food	Candy	Atomic Fireball, Single
Food	Candy	Candy Bars, Various "Fun-Size", Single Serve
Food	Candy	Candy Bars, Various Single Serve
Food	Candy	Jolly Rancher, Single
Food	Candy	Werthers, Single
Food	Condiments	Honey
Food	Condiments	Hot Sauce
Food	Condiments	Ketchup
Food	Condiments	Mustard
Food	Snacks	Hormel Chili
Food	Snacks	Beef Jerky
Food	Snacks	Cereal (Frosted Flakes, Fruit Loops, etc.)
Food	Snacks	Chips - Various (Ruffles, Doritos, Cheetos etc.)
Food	Snacks	Cinnamon Rolls
Food	Snacks	Donuts
Food	Snacks	Easy Mac
Food	Snacks	Fruit pies, Various
Food	Snacks	Grandma's Cookies, Various Flavors
Food	Snacks	Honey Buns
Food	Snacks	Hostess Snacks, Various (Zebra Cakes, Snoballs, etc.)
Food	Snacks	Jerky Stick
Food	Snacks	Microwave popcorn
Food	Snacks	Moon Pies, Various Flavors
Food	Snacks	Oatmeal packets, Various Flavors
Food	Snacks	Peanut Butter, singles
Food	Snacks	Peanuts
Food	Snacks	Pistachios
Food	Snacks	Pop-tarts, Various flavors
Food	Snacks	Protein Bars, Various
Food	Snacks	Ramen Noodles, cup (Various Flavors)
Food	Snacks	Ramen Noodles, packet (Various Flavors)
Food	Snacks	Rice Krispy Treats
Food	Snacks	Salmon packets

Food	Snacks	Spam singes, packet
Food	Snacks	Tuna Fish packets
Food	Snacks	Velveeta
Other	Office Supplies	Air Freshener
Other	Office Supplies	Composition Notebooks
Other	Office Supplies	Envelopes
Other	Office Supplies	Greeting/Holiday Cards
Other	Office Supplies	Journals
Other	Office Supplies	Legal Pads
Other	Office Supplies	Lined Paper
Other	Office Supplies	Pocket Folders
Other	Office Supplies	Reusable Water Bottle (Clear, Shatterproof)
Other	Office Supplies	Sketch Pads
Other	Recreation	Activity Books (Word Search, Sudoku, Coloring etc.)
Other	Recreation	Crayons
Other	Recreation	Playing Cards
Personal Care	Cosmetics	Beauty Cream
Personal Care	Cosmetics	Chapstick / Lip Balm
Personal Care	Cosmetics	Combs
Personal Care	Cosmetics	Eye Liner
Personal Care	Cosmetics	Eye Shadow
Personal Care	Cosmetics	Foundation
Personal Care	Cosmetics	Hairbrushes
Personal Care	Cosmetics	Lipstick
Personal Care	Cosmetics	Mascara
Personal Care	Hygiene	Body Wash (various brands/scents for men and women)
Personal Care	Hygiene	Deodorant (various brands/scents for men and women)
Personal Care	Hygiene	Hair Gel
Personal Care	Hygiene	Hand Cream (various brands/scents)
Personal Care	Hygiene	Lotion (various brands/scents)
Personal Care	Hygiene	Shampoo (various brands/scents for men and women)
Personal Care	Hygiene	Soap bars (various brands/scents for men and women)
Personal Care	Hygiene	Toothbrush (Colgate, Crest, etc.)
Personal Care	Hygiene	Toothpaste (Colgate, Crest, etc.)

**Exhibit 2**  
**Contraband, Prohibited Items,**  
**Limited Access Items**

(See Attachment tab in Oregonbuys for PDF version of this Exhibit.)